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HISTORY OF THE PRINTING & REPRODUCTION DIVISION

From a humble beginning in the attic of South Building, Printing and Reproduction Division has grown and matured until it has become a big and important operation in the Agency. The Division began anew with the organization of the Central Intelligence Group and today occupies a complete building of approximately 50,000 square feet of space and operates with a table of organization [redacted] job positions. This tremendous growth over the past five years has been dictated by the necessity of keeping abreast of requirements and growth of the remainder of the Agency. The history of the Printing and Reproduction Division may well be stated in terms of epochs of time and position of which there are distinctly three.

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The first of these and encompassing the beginning of the Division covers the period of time when the Division operated in the attic of the South Building and the basement of the North Building. The second epoch covers the period of operations during the time the Division was housed at [redacted]. The third period is the time since our place of abode has been [redacted].

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In December 1946, [redacted] transferred from the Department of State to CIG to become the Chief of the Reproduction Section, Services Division of the Personnel and Administration Branch. The advent of Mr. [redacted] promulgated the Reproduction Section in CIG. Mr. [redacted] was ideally qualified to head the Reproduction Section as he had previously developed a very competent Reproduction Division for the Office of Strategic Services. From OSS this plant was transferred to the Department of State and subsequently was divided -- the Printing Section being transferred to the Government Printing Office and the Photographic Section remaining with the Department of State. That section transferred to GPO is still in the basement of South Building and is known as GPO State Service Office.

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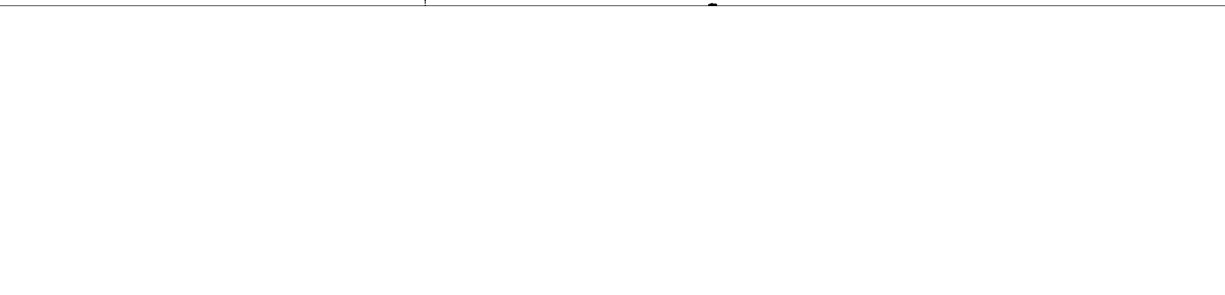
The first Reproduction progress report was submitted for the month of January 1947. It is to be noted for that month the entire job of reproducing material for CIG was done by the Reproduction Branch, Department of State. Shortly after this however, the following services were available on a limited scale to the various offices of CIG: mimeograph, ditto, 10x14 offset printing, photostating, and some small photographic facilities. Production figures for the month read as follows:

Mimeographing	156 stencils	8,810 impressions
Ditto	30 masters	1,020 impressions
Offset Printing	6 plates	12,500 impressions
Photostat		2,506 prints
Photographic		3,700 prints

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The great need for reproduction services and the probability of growth were soon evident as during the month of February 1947 the work in the Reproduction Section had increased over 100% in volume.

25X1 This need indicator presaged growth and the administration soon began to seek an enlarged T/O and more space. Quarters in the attic of South Building were very inadequate and with the approaching summer months accompanied by high humidity, heat and poor ventilation it seemed that Reproduction could not survive, especially with the constant use of heat producing machinery. Then too it was evident that larger printing facilities were necessary. To provide these facilities it would be necessary to install a 24" process camera and larger plate making equipment. (It was still necessary to have Col. [] plant in the basement of Central Building furnish offset negatives and plates). 25X1 Early plans were formulated for the moving of the Reproduction Section to the [] but by spring it was evident 25X1 the Reproduction Section would not move to the [] since 25X1 lease litigations had made the retention of [] seem unlikely. The Reproduction Section was forced to prepare to spend the summer months in the attic of the South Building and to endure as best it could. Notwithstanding, the demands on Reproduction by other divisions of the Agency remained great and soon it became evident that new equipment, greatly needed, would have to be installed elsewhere than the South Building, and those facilities in South Building would have to remain. 25X9 The space question was further aggravated by the tentative approval of a new T/O calling for [] employees to staff and operate equipment in the Reproduction Section. The advent of fall brought temporary relief as space in the basement of North Building was provided for the establishment of an offset press room. This additional space made possible the installation of a large 17x22 offset press and was the actual beginning of the Printing Branch.



25X9 The Printing and Reproduction Division surveyed this activity and recommendation was made that it be transferred to Services where its equipment and personnel could be more economically utilized and still maintain the high standard of speed and production. The actual transfer of [] people and all equipment of the project was accomplished in December 1947. Simultaneously the reproducing of the Industrial Card File system was transferred from the Foreign Documents Division to the

Printing and Reproduction Division. At this time all space in the basement of North Building was allocated to Reproduction for these projects and to install camera, layout, and platemaking equipment for offset press work.

The following production figures after one year operation shows comparative growth and also indicates the need for consolidating the activities in larger quarters:

Mimeographing	1,798 stencils	1,064,535 impressions
Ditto	8 masters	540 impressions
Offset Printing	875 plates	894,351 impressions
Photostat	154 jobs	14,091 prints
Photographic	55 jobs	8,206 prints

After a complete summer of activity in the attic of South Building, it was evident that those facilities would have to be moved. The heat had been nearly unbearable and the cost of air conditioning was prohibitive. The only solution seemed to be to seek a new location. With the absolute necessity of moving the Photographic Branch, it was deemed advisable to move the Printing Branch at the same time and locate as near to the administrative campus as possible. After a complete canvass of the area around [redacted] N. W., offered the greatest possibilities.

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Negotiation for the building and the plans for renovating the building were completed in the spring of 1948. Considerable structural, electrical and plumbing renovation was necessary to make the building usable as a printing and reproduction plant. The original cost amounted to approximately \$40,000.00 and the rental for the building was approximately \$800.00 per month. Although the actual work had begun in early spring, it was not until mid-summer that the building was completed enough to move any equipment into it. As soon as any part of the building was completed it was occupied. This manner of moving was slow and tedious and it was October 1948 before the complete plant had moved from North and South Buildings and was operating at [redacted]

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During the same period of time the NIS program was inaugurated, and, because of the magnitude of this project, it was decided to have the complete job printed and published at GPO State Service Office in the basement of South Building. Because of their experience with the JANIS program and the SID project it was felt this shop was qualified to produce this work.

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The move to [redacted] provided space to equip and man a completely versatile shop that was necessitated by the unorthodox type of organization that was CIA. Versatility is exemplified by the following facilities that were available: composing, offset printing, mimeograph,

ditto, photography, microphotography, ozaphane, ozalid, photostat and finishing operations such as cutting, punching, folding, padding, binding and addressographing.

As the capabilities of the Printing and Reproduction Division became better known throughout the Agency the facilities were taxed the heavier to keep up with the requirements. Also some reproduction facilities were incorporated in mechanized systems such as the IBM card system of OCD. As a matter of fact, at this time three Davidson offset printing presses had become an integral part of the "Batch System" in OCD and were operating in M Building. Two more Davidsons were on order. About the middle of the year 1948, OCD relinquished the supervision of this printing establishment to the Printing and Reproduction Division. The responsibility henceforth of staffing and operating this activity became that of the Printing and Reproduction Division although it remained physically in the M Building.

25X1 Requirements became heavier as the Agency grew and it soon became evident that the building at [] was not sufficient to properly handle all the requirements made on this Division.

After about eight months of operation at [], it was 25X1 necessary to move all the mimeograph, collating and binding sections back into the basement of North Building. This again was an expedient and was not the final solution to the space problem of Printing and Reproduction. In fact, with the reestablishment of the mimeograph section in the basement of North Building, the Printing and Reproduction 25X1 Division had become entrenched in three buildings, i.e., [], North, and M Buildings. At best the operation was inefficient as personnel and equipment in scattered areas could not possibly be utilized to its greatest capacity. Surely with the passage of time and the growth of the Agency another move into larger quarters was inevitable and the selection of a building or a building site began to occupy the minds of the administrators. GPO State Service Office had requested additional space because of the magnitude of the NIS program, and the possibility of a merger or the joint occupation of a building with CIA's Printing and Reproduction Division became a possibility.

25X1 Since the [] had remained in the possession of CIA and the Warehouse was functioning [], the first thoughts of 25X1 building larger reproduction facilities centered around this area. Plans were formulated for the construction of a completely new building on the 25X1 [] to house reproduction facilities. These plans called for a building containing 20,000 square feet of usable space. The plans for this building were abandoned when the owner of the property objected to the construction of the new building by the Government.

Again it was necessary to search for adequate space to house the Printing and Reproduction Division. Certain criteria must be adhered to in making the final selection of a building or building site. First, it must be within a ten mile radius of the main offices of CIA. Second, it must be sufficiently large to house existing facilities and allow for possible future expansion. Third, it must be adaptable to the needs of a printing and reproduction plant. Such things as adequate water pressure, adequate electric supply, feasibility of air conditioning, etc. were conditions of utmost importance.

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After scanning the area thoroughly, the building located at [] 25X1
[] offered the greatest possibility. The owner of this property agreed to construct an addition to the premise that would provide warehousing and office space. It was felt that this building would provide adequate space for the reproduction facilities and also allow for possible future expansion. The U. S. Government entered into a lease with the owner for rental of this property on 1 October 1950.

The signing of the lease was the "kick-off" for Printing and Reproduction to formulate and draw up plans for a most modern plant to occupy the premise. The plans were finally completed and submitted for approval. It was felt that before the augmentation of the plans, they should be reviewed by some technical concern to substantiate the planning of the staff of the Printing and Reproduction Division. Accordingly, []
called in []

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for consultations and review of the plans. Considerable professional credit is due since Mr. [] substantiated in detail the exact plan. The gist of the planning was the assembly line system established for processing a job. This method most effectively utilized the 49,000 square feet of usable space.

There was, however, considerable renovation necessary before the building became habitable. Essential elements necessary for construction of the plant was given PBS. The engineering necessary to implement the plans was completed by PBS, and they contracted to have the work completed.

Construction was begun soon after the execution of the lease but was not completed until August of 1951. And it was during this month that the Printing and Reproduction Division began vacating the building at [] 25X1
[]. The new quarters at [] were to cost the Government \$41,974.50 yearly in rentals, and the cost of the alterations amounted to \$264,778.53. This outlay has provided CIA with a Printing and Reproduction Plant that can furnish any type of reproduction and that has drawn considerable favorable comment from all offices within the Agency.

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The tremendous increase in requirements from the operating offices had necessitated the inclusion of new and larger equipment in the plant

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equipment. As a result of these requirements the Printing and Reproduction Division was given permission by both the Bureau of the Budget and the Congressional Joint Committee on Printing to acquire and operate letter press equipment. Concurrently two linotype machines and two Miehle Vertical letter presses were installed. The necessary miscellaneous items to complete a letter press section were also acquired. In addition, a large folding machine and a large Sheridan gathering machine were installed in the new plant. The acquisition of this new equipment has augmented the Printing and Reproduction Plant to one of the most up-to-date plants in the entire government.

Production figures of today prove the necessity of the existence of the plant both as to versatility and as to quantity of materials produced. The latest production totals for February 1952 follow:

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The latest requirement given the Printing and Reproduction Division has been printing of motion picture film for OCD. This has necessitated the installation of a DePue printer capable of making film copies of both 16 and 35 mm film or enlarging 16 mm to 35 mm or reducing 35 mm to 16 mm film.

Thus as time passes and the needs of the various offices change and grow, the Printing and Reproduction Division will keep step by furnishing services to the Agency that will enable CIA to answer its responsibility to the President, to Congress, and to the American people.